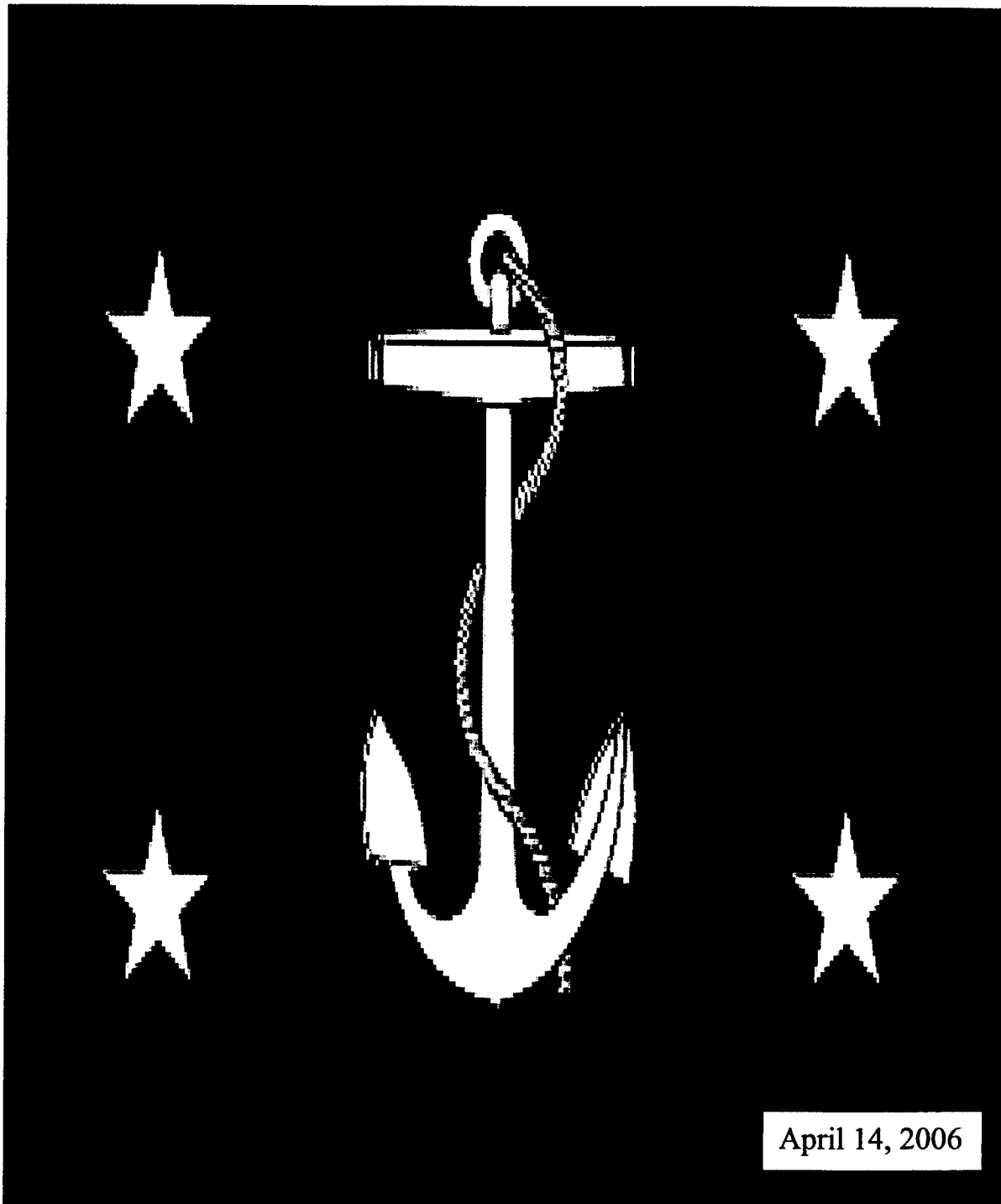


SECRETARY OF THE NAVY

Correspondence Writing Guide



Office of the Secretary of the Navy

Administrative Division

April 14, 2006

FORWARD

This writing guide is issued under the authority of the Secretary and Under Secretary of the Navy. It provides guidance and procedures on the different methods of communication particular to the Office of the Secretary and Under Secretary of the Navy and Office of the Secretary of the Navy (SECNAV) correspondence. These methods of communication are standard throughout the Navy, but the formats have been modified to meet the desires of SECNAV and as prescribed by the Secretary of Defense. Every effort should be made to strictly adhere to prescribed formats, as deviation could unnecessarily delay processing for “administrative action.”

This guide applies to the Offices of the Secretary of the Navy and the Navy and Marine Corps Staffs in the Department of the Navy. This writing guide is effective immediately.

Forward recommended changes to this writing guide to:

Office of the Secretary of the Navy
Administrative Office, Room 4D652
1000 Navy Pentagon
Washington, DC 20350-1000

The DON Components may obtain copies of this manual through the World Wide Web at <http://neds.daps.dla.mil/>.

/s/

Charles W. Martoglio
Rear Admiral, U.S. Navy
Senior Military Assistant to the
Secretary of the Navy

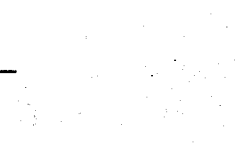


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Section 1 - General Information

1-1. General

- a. All information or action correspondence for SECNAV and UNSECNAV signature is controlled, routed and safeguarded by the SECNAV Administrative Office (located in room 4E652) (SECNAV Admin).
- b. All routed correspondence that is tasked out by SECNAV Admin shall have an Assistant Secretary (ASN) or General Counsel (GC) as lead action office to facilitate coordination and chops for SECNAV or UNSECNAV with the exception to operational responses. Operational responses will be staffed to the Director, Navy Staff or Marine Corps Staff for lead or coordination to prepare Action Memo and proposed responses for SECNAV or UNSECNAV signature. When both inputs are required, SECNAV Admin will determine which service shall take lead.
- c. No correspondence should be hand-carried directly to the front offices. This allows for proper tracking and facilitates archiving.

1-2. Point of Contacts

<u>Branches</u>	<u>Area of Responsibility</u>	<u>Contact Number</u>
Administrative	Awards/Instructions & Notices/Nominations/ Records Management	(703) 695-3793/3923
General	Team A - CNO/CMC Team B - ASNs/GC	(703) 695-3888 (703) 692-8109
Congressional	Congressional Correspondence	(703) 695-3826/3834
Sensitive	Classified/Snowflakes Officer Promotions/ Reports/ALNAV's	(703) 695-3859

Section 2 - Correspondence Management

2-1. Correspondence Management. The Correspondence Management System (CMS - Taskers) is a computer tracking system used throughout the DON. Taskers are assigned a Document Control Number (DCN) in order to facilitate tracking, routing, and archiving. All correspondence shall be processed via CMS.

2-2. Assigning Action to the Secretariat and Navy & Marine Corps Staffs

a. SECNAV Admin receives, analyzes, and assigns action for correspondence addressed to the Secretary and Under Secretary of the Navy and all White House and Secretary of Defense correspondence referred by the Office of the Secretary of Defense.

b. SECNAV Admin identifies correspondence using a control number consisting of year and type of correspondence, followed by a six-digit number, e.g., 2006GENERAL-008568g, 2006CONGRESSIONAL-008569g.

2-3. Routing Changes. Changes to action office assignment shall be made within 24 hours of initial assignment. If the package requires transfer to another agency or office after that time, the original action office shall coordinate with the receiving office. Prior to transferring action, provide SECNAV Admin the name, organization, and telephone number of the new action office.

2-4. Due Dates

a. General and Sensitive Correspondence. All general and sensitive correspondence should be responded to as prescribed by the Administrative Aide to the Secretary of the Navy (AASN). Each date will be entered into the CMS for taskers. If additional time is required, an interim letter and/or an approved extension are mandatory.

b. Congressional Correspondence. All Congressional correspondence should be responded to as prescribed by the AASN. All extensions must be coordinated with SECNAV CLO. If additional time is required, an interim letter will be sent. A copy of the interim letter shall be forwarded and placed in CMS for the SECNAV Congressional Liaison Office (CLO) files. Verbal interims are discouraged, as there is no way to track/document this correspondence.

2-5. Extensions

a. SECNAV Correspondence. Initial extension requests can be approved by the appropriate supervisor in SECNAV Admin. All subsequent extensions must be approved AASN.

b. OSD Correspondence. To request an extension of an OSD tasker, the action office must provide the necessary information and prepare an official Extension Request, SD Form 391 (see Figure 5-1). The action office will also need to provide a copy of the

proposed interim that will be sent to the correspondent. All documents shall be placed in the working documents area of the assigned tasker.

2-6. Interims. All interim responses shall be signed by Principals, Deputies or Executive Assistants.

a. SECNAV Correspondence

(1) An interim response shall be provided in the event the tasker cannot be answered within the allotted time. It shall be used to acknowledge receipt of the tasker or letter, but more importantly, to signal the desire to be responsive. The interim response will provide the following:

(a) An overview of the information available.

(b) The reason for the delay.

(c) The anticipated date the final reply shall be provided. Be reasonable; do not assign arbitrary dates.

(2) It is the responsibility of the action office to ensure timely planning in the preparation of interim responses. There shall be no extensions given in order to complete an interim letter. The action office concerned shall forward a copy of all interim responses to SECNAV Admin for retention. Subsequent interims shall be approved by the AASN.

(3) Ensure timely planning in the preparation of interim responses. There shall be no extensions given to complete the interim letter. Second and subsequent interims must be approved by the AASN.

b. OSD Correspondence. An interim response shall be prepared in accordance with paragraph 2-5b. Only authorized SECNAV Admin personnel have signature authority for this form. All PRS/PRD/ASN/ADN/AMAN Actions requiring interim response shall be signed out at the Assistant Secretary of the Navy (ASN) level.

c. Congressional Correspondence. An interim response is required in the event the tasker cannot be answered within the allotted time. It shall be used to acknowledge receipt of the tasker or letter, but more importantly to signal the desire to be responsive (refer to Figures 5-2, 5-3 and 5-4).

2-7. Distribution

a. All correspondence signed by SECNAV/UNSECNAV shall be returned to SECNAV Admin for disposition. SECNAV Admin shall forward the signed original to the addressee unless special handling instructions are included in the action memo from the originator.

b. A signed/dated copy of the correspondence with a copy of the action memo, references, and background materials shall be returned to the action office. Only a signed

copy of the response is forwarded to the coordinating offices. SECNAV Admin will make distribution to addressees.

c. Envelopes and labels for all correspondence are the responsibility of the Action Office and shall be included in all SECNAV/UNSECNAV or OSD signature packages. If packages are missing labels, completed and signed correspondence shall be returned to the action office for distribution.

2-8. Closing Out Secretary of the Navy Correspondence. SECNAV Admin shall mark a tasker complete if a signed copy of the final response has been entered into the CMS. SECNAV Admin will scan and close out packages signed by SECNAV/UNSECNAV prior to distribution.

Section 3 - Letters

3.1 General Guidelines for Preparing a Letter. Use letters for correspondence with individuals outside the DoD and for formal correspondence with officials of other Federal Agencies.

3-2. Stationary. Prepare all outgoing correspondence for SECNAV, UNSECNAV, or designated official signature on the following letterhead:

a. Use SECNAV/UNSECNAV letterhead with DoD seal (refer to Figure 5-3 and 5-4) for official correspondence (i.e., SECNAV addressed letters, business and personal, or official responses to outside government officials) letters and memorandums requiring the SECNAV or UNSECNAV signature). Use plain bond paper for successive pages. Additionally, use the Department of the Navy, Office of the Secretary of the Navy (refer to Figure 5-5) when authorized to sign on behalf of SECNAV (i.e., SECNAV instructions, notices and “reply direct” action responses).

b. Use SECNAV Flag Stationary (refer to Figure 5-8) for personal correspondence only (7” x 9” or 8 ½ “ x 11”). Use plain bond for successive pages.

c. Personnel authorized to sign correspondence on behalf of SECNAV in an official capacity, such as the UNSECNAV, Assistant Secretaries, General Counsel, the Senior Military Assistant, the Executive Assistant, and the Administrative Aide will use standard Department of the Navy, Office of the Secretary letterhead. Use plain bond paper for successive pages.

3-3. Format. Prepare all correspondence using 13 point, Times New Roman Font with the exception of personal letters on Flag stationary. Use 12 point, Courier New Font for personal letters. (Refer to Figure 5-8) The following guidance can be used to prepare salutations, text for the body of the letter, closing lines, complimentary close and signature block:

a. Salutations. All salutations shall be formal.

b. Opening Paragraph

(1) Start each letter with one of the following:

(a) “Thank you for your letter of (date – November 6, 2005 – only use date if response is timely) concerning...”

(b) “Thank you for your recent letter(s) concerning.....”

(2) When necessary include “I am responding on behalf of...”

c. Body of the Letter

(1) Limit the use of “I” and “we”.

- (2) Indent ½ inch using tab key and do not number the paragraphs.
- (3) Limit response to one page whenever possible. Use enclosures if necessary.
- (4) An acronym may be used after it is spelled out (be consistent throughout the document).
- (5) Spell out percent (instead of using the sign %).
- (6) In replying to more than one member of Congress, you may use either:
 - (a) “A similar response has been sent to Senator (last name) and Senator (last name), Congressman (last name) and Congressman (last name).”
 - (b) “A similar response has been sent to each of your colleagues who also expressed an interest in this issue.”

d. Closing paragraph

- (1) Use one of the following as a close:
 - (a) “Thank you for bringing this matter to my attention.”
 - (b) “I appreciate you taking the time to share your thoughts on this issue.”
 - (c) “As always, if I can be of any further assistance, please let me know.”
(Preferred on Congressional responses.)
- (2) Include point of contact, title, phone number and when necessary

e. Signature Blocks

- (1) Signature blocks shall be used for SECNAV and UNSECNAV. See Figures 5-3 and 5-4.
- (2) Correspondence prepared for the signature of other officials should contain standard closing and signature blocks.
- (3) The following is a sample of the signature block
 - (a) Type the name at the center of the page on fourth line below the last line of text or complimentary close.
 - (b) Type the official title on the line below the name commencing at the center of the page (3.2) as well.

EXAMPLES:

Ashley Godwin
Deputy Assistant Secretary of the Navy
(Financial Management & Comptroller)

Charles W. Martoglio
Rear Admiral, U.S. Navy
Senior Military Assistant
Secretary of the Navy

Note: Title/position is **not** required if reflected in the letterhead. (Principals Only)

e. Copy to. When writing to a member of Congress in the capacity of Committee Chairman, a courtesy copy is sent to the Committee ranking minority member (see Figures 5-5, 5-6, and 5-7). Indicate at the bottom left of the letter (a double space after signature block) as follows:

Copy to:
The Honorable _____
Ranking Minority Member

3-4. Date Block. Do not type the date on correspondence to be signed. SECNAV Admin will date correspondence after it has been signed.

3-5. Complimentary Closing. Use “Sincerely,” followed by comma for the complimentary close of a business letter (refer to Figures 5-7). Start the complimentary close at the center of the page (3.2) on the second line below the text. Also use “Sincerely,” for complimentary close of a flag personal letter (see Figure 5-8).

3-6. Page Numbering. Number pages at the bottom center of the page allowing at least a double space below the last line of text and ½ inch from the bottom of the page. Do not number first page.

3-7. Congressional Committees or Subcommittees Correspondence. Responses addressed to Chairpersons of Congressional Committees or Subcommittees are of particular importance and require additional guidance. Address the response to the Chairperson with a courtesy copy to the ranking minority member. The closing paragraph will specify other Chairpersons receiving a similar response. Examples of acceptable closing paragraphs are provided in this chapter. SECNAV will normally sign all correspondence addressed to the Chairpersons of Congressional Committees or Subcommittees except for routine Reports to Congress. Correspondence addressing significant or high profile issues will also be signed by SECNAV. Deviation from this policy must be approved through the CLO. If there are any questions as to who should sign the response, communicate queries to Director, CLO.

Section 4 - Memoranda

4-1. General Guidelines for Preparing a Memoranda. Use memoranda for correspondence within the Office of the Secretary of the Navy, Department of Defense, the President and the White House staff, and to send routine material to other Federal Agencies. Standard memos are used for routine correspondence within the Department of the Navy. When preparing a memo that SECNAV or UNSECNAV shall sign, use their letterhead (refer to Figure 5-3 and 5-4).

4-2. Action or Info Memorandum

a. The following procedures shall be used for the preparation of SECNAV Action (Figure 5-9) or Info Memorandums (Figure 5-10):

- (1) Limit to 1 page, unless issue is complex and requires greater explanation.
- (2) Use short, concise and clear bullet statements (use of black dot bullet preferred).
- (3) Use 13 point, Times New Roman Font.
- (4) Page Set-up: 1-inch margins, top and bottom, right and left.
- (5) Double space between headings.
- (6) Use 1.5 spaces between bullets.
- (7) Number pages bottom center starting on page 2.
- (8) If the document is classified, annotate the appropriate security classification markings, with classification/declassified instructions, at the top and bottom of the document.
- (9) Do not staple or use clam clips to assemble.
- (10) An acronym may be used after it is spelled out the first time.

b. Lead offices must also prepare an Action Memo for the following types of correspondence:

- (1) Prepare Reply for Secretary of Defense (SECDEF) Signature (PRS).
- (2) Prepare Reply for Deputy Secretary of the Defense (DEPSECDEF) Signature (PRD).
- (3) Answer SECDEF Note (ASN).

(4) Answer DEPSECDEF Note (ADN).

(5) Answer Military Assistant Note (AMAN).

An action memo signed by a principal or deputy of the lead office must be prepared for submission to the SECDEF, DEPSECDEF via SECNAV's signature.

4-3. Package Assembly

a. The lead office will submit the proposed response to SECNAV Admin after assembling the package for signature. The package will include an Action Memo or Info Memo and be set-up as follows:

(1) An ACTION or INFO MEMO is required when forwarding documents to SECNAV. The action info memo shall be the top page on the right side of the package.

(2) All Tabs must be identified in the Action/Info memo and shall be placed on the right side of the folder under the memo. Use the following procedures to identify the contents of each Tab.

(a) TAB A. The action item (e.g., item for signature or approval). If a similar letter is going to multiple addresses, all letters can go at TAB A. If there are different items for signature or approval, they should be separated at TAB A-1, A-2, etc.

(b) TAB B. Incoming correspondence (if applicable).

(c) TAB C. Background information. If more than one tab is needed, tab accordingly. If substantive or lengthy background information is forwarded, provide a one page executive summary of the information.

(d) TAB D (or last tab in package):

(1) Provide SECNAV Coordination Page to identify a list of coordinating offices/activities (Figure 5-11). All coordination shall be provided or listed on one page and should be the last tab. Include Office/Department, Point of Contact/Title, Phone number and date the package was processed or coordinated. Concurrences must be obtained from heads of the SECNAV components involved, or, in their absence, the principal deputy or executive assistant. List non-concurrence and provide comments at the coordination tab. If the package did not require coordination, state "none" on the Action or Info Memo. When providing coordination, list principles, deputies or executive assistants as point of contacts for all correspondence to be signed by the SECNAV or UNSECNAV. Approval/credibility of an Action Memo often depends on the coordination efforts.

(2) Do not provide documentation with the actual signatures of each coordinating official. It is the responsibility of the originating office to maintain documentation as part of the file for the action. The originating office will retain and dispose of the file in accordance with applicable record management disposition instructions.

b. Folder Assembly

(1) The package shall be assembled as follows:

Left Side

Route Slip/Buck Slip

(Note: Items not a part of the official package will not be scanned into system.)

Right Side

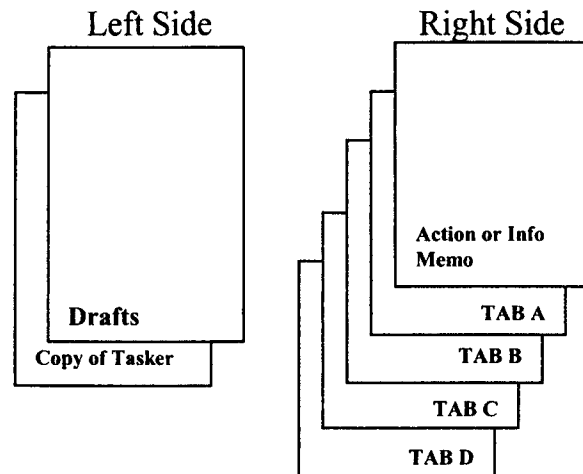
Info Memo or Action Memo

TAB A (Proposed Response)

TAB B (References)

TAB C (Chops)

TAB D (Coordination)



(2) Tabs are required to be typed and displayed in consecutive order on the far right hand side on a separate plain tab paper. The reviewer should be able to see all tabs at once.

(3) Diskettes are not required to accompany each package. Proposed documents for signature and background information shall be dropped into CMS.

4-4. Snowflakes

a. Snowflakes are questions/taskings originating from SECDEF to which immediate answers are needed. Priority should be given in responding to Snowflakes due to the nature of the information. Responses should be treated as sensitive correspondence "close hold" information.

b. The staff members of the immediate office of the Secretary distribute Snowflakes to action offices. If clarification is needed on specific topics that should be addressed in responses to Snowflakes, please call the SECNAV Sensitive Correspondence point of contact at 703-695-3826.

c. The following are guidelines for preparing responses to Snowflakes (see Figure 5-12):

(1) Format:

- (a) Use bulleted statements
- (b) Use acronyms only after they have been spelled out in the first instance.
- (c) Limit response to one page, single-sided.
- (d) Set left and right margins to 1.25 inches. Set top and bottom margins to 1 inch.
- (e) Use 13 point, Times New Roman font.
- (f) Use 1.5 spacing between bullets.
- (g) Attachments are permitted but must be legible and pertinent. If the attachment is longer than two pages, a single-page executive summary must be attached. Type attachment number in the top right hand corner of the attachment.

(2) Style

- (a) Use short, concise and clear language.
- (b) Analyze and instill data so that noticeable information and the bottom line are defined in a clear and concise manner.

(3) Additional instructions:

- (a) Paginate all documents longer than one page in accordance with reference (a) (SECNAVINST 5216.D, DON Correspondence Manual).
- (b) Type date is prepared in the top, right hand corner.
- (c) Classified markings shall be in accordance with DoD 5200.1-PH, "DoD Guide to marking Classified Documents."
- (e) An attached copy of the original snowflake shall accompany response.
- (f) Additional amplification is contained in "DoD 5110.4-M, Manual for Written Material."

SECRETARY OF DEFENSE CORRESPONDENCE ACTION REPORT			
This form must be completed and forwarded to the Correspondence Control Division (CCD), WHS Room 3A948, Suspense Desk: (703) 697-9287 FAX Number: (703) 695-1219 Email: suspense_desk@osd.pentagon.mil			Action Agency <input style="width: 100%;" type="text"/>
			Suspense Date <input style="width: 100%;" type="text"/>
1. ACTION TAKEN (Check one)			
<input type="checkbox"/>	a. ACTION HAS BEEN COMPLETED (Copy attached)		
<input type="checkbox"/>	b. REQUEST EXTENSION OF SUSPENSE DATE TO <input style="width: 150px;" type="text"/> (Justify below)		
<input type="checkbox"/>	c. INTERIM REPLY HAS BEEN SENT (Copy attached) EXTEND SUSPENSE TO <input style="width: 100px;" type="text"/> (Justify below)		
<input type="checkbox"/>	d. REQUEST CANCELLATION (Justify below)		
<input type="checkbox"/>	e. REQUEST TRANSFER TO <input style="width: 150px;" type="text"/> (Justify below include POC Name & Phone Number)		
<input type="checkbox"/>	f. REQUEST DOWNGRADE TO <input style="width: 150px;" type="text"/> (Justify below)		
2. JUSTIFICATION			
3. REPORTING AGENCY			
a. ACTION AGENCY <input style="width: 150px;" type="text"/>		e. APPROVING AUTHORITY (Service Secretary/Under Secretary/ASD/Military/Executive Assistant Level)	
b. NAME OF ACTION OFFICER <input style="width: 150px;" type="text"/>		Signature <input style="width: 200px;" type="text"/>	Date Signed <input style="width: 100px;" type="text"/>
c. TELEPHONE NO. <input style="width: 100px;" type="text"/>	5. ACTION TAKEN (For EXSEC: Correspondence Control Division Use Only)		
d. DATE <input style="width: 100px;" type="text"/>	a. EXT	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
	b. CANX	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
	c. DWNGRD	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
	d. TRANSFER	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
4. CCD CONTROL # <input style="width: 100px;" type="text"/>	e. OTHER (Specify) <input style="width: 300px;" type="text"/>		
	Signature <input style="width: 200px;" type="text"/>		Date Signed <input style="width: 100px;" type="text"/>

SD FORM 391, JAN 2000

Figure 5-1. SD Form 391 - Secretary of Defense Correspondence Action Report



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

[Right justified] → November 6, 2005

The Honorable ()
(United States Senate) (House of Representatives)
Washington, DC (zip) + (4 digit code)

Dear (Senator or Representative (Last Name):

[Date example]

→ This is an interim response to your correspondence of (November 5, 2005) (Use "recent" letter if response is not timely) on behalf of your constituent, (Full Name), concerning (Subject).

[Indent
½ inch
using
tab key]

→ We are currently gathering information necessary to provide you a substantive response to address your inquiry. The issue(s) addressed in your letter raised several questions concerning (Subject). You can expect our final reply by (date – December 6, 2005).

→ If you should need any further assistance regarding this matter, please contact (Action Officer, E-mail address, and Phone Number).

Sincerely,

[Indent to 3.2]

William A. Navas
Assistant Secretary of the Navy
(Manpower and Reserve Affairs)

Figure 5-2. Sample Interim Response for OSD Correspondence



THE SECRETARY OF THE NAVY
WASHINGTON, D.C. 20350-1000

[Right justified] → November 6, 2005

The Honorable ()
(United States Senate) (House of Representatives)
Washington, DC (zip) + (4 digit code)

Dear (Senator or Representatives (Last Name):

[Date example]

[Indent
½ inch
using
tab key]

→ This is to acknowledge your letter of (November 5, 2005) (Use "recent" letter if response is not timely) to Secretary of Defense Rumsfeld concerning (Subject). Your letter has been referred to the (Action Office). (This may be further refined as to responsibility if required to clarify who is actually working the issue.)

→ We are currently gathering information necessary to provide you a substantive response to address your inquiry. The issue addressed in your letter raised several questions concerning procurement requirements used by the Navy in the development and acquisition of rubber gaskets for shipboard watertight doors. You can expect a response by (date – December 6, 2005).

→ In the interim, if you require further assistance please contact (Action Officer, E-mail address, and Phone Number).

Sincerely,

[Indent to 3.2] → Donald C. Winter

Figure 5-3. Sample Interim Response for Congressional Correspondence



THE UNDER SECRETARY OF THE NAVY
WASHINGTON, D.C. 20350-1000

[Right justified] → November 6, 2005

Mr. or Ms. ()
1234 Anywhere Street
Everywhere, NV (zip)

[Date example]

Dear Mr. or Ms. ():

[Indent
½ inch
using
tab key]

- This is to acknowledge your letter of (November 5, 2005) (Use "recent" letter if response is not timely) to (addressee) concerning (subject). (If not addressed to SECNAV then insert the following: Your letter has been forwarded to the Secretary of the Navy for reply.) Your letter has been referred to (lead office). I am responding on behalf of
- We are gathering the information necessary to provide you a substantive response and will reply further upon completion of our investigation into this matter. You can expect a final response by (specify date) (up to 30 days from original due date).
- In the interim, if you require further assistance or have additional information to provide, you may contact (name, phone number) who is coordinating the response.

Sincerely,

[Indent to 3.2] → Dionel M. Aviles

Figure 5-4. Sample Interim Response for General Correspondence



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

[Right justified]

→ November 6, 2005

The Honorable (Full Name)
Chairman, Committee on
Armed Services
House of Representatives
Washington, DC (zip) + (4 digit code)

[Date example]

Note: This letterhead should be used only by Principles who are responding on behalf of The Secretary of the Navy and have been directed via Tasker, verbal or delegation.

Dear Mr. or Madam Chairman:

Thank you for your letter of (November 5, 2005), concerning (Subject), I am responding on behalf of the Secretary of the Navy.

(Response).

Again, I appreciate your taking the time to share your thoughts on this issue. If I can be of further assistance, please let me know.

Sincerely,

[Indent to 3.2]

B. J. Penn

Assistant Secretary of the Navy

(Installations and Environment)

[Title/Position] (Not required if replicated on letterhead)

Enclosure (if applicable)

Note: If a Senator or Representative uses letterhead paper that lists him/her as Chairperson, the response should be in the above format. Otherwise, address should be:

The Honorable (Full Name)
United States Senate
Washington, DC (zip) + (4 digit code)

The Honorable ()
House of Representatives
Washington, DC (zip) + (4 digit code)

Dear Senator (Last Name):

Dear Representative (Last Name):

A similar letter has been sent to Chairman (). As always, if I can be of further assistance, please let me know.

Copy to:

The Honorable ()
Ranking Minority Member

Figure 5-5. Sample of Congressional Response, Chairman



THE ASSISTANT SECRETARY OF THE NAVY
(FINANCIAL MANAGEMENT AND COMPTROLLER)
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

[Right justified] → November 6, 2005

The Honorable (Full Name)
Chairman, Committee on
Armed Services
House of Representatives
Washington, DC (zip) + (4 digit code)

Note: ASNs and GC shall only use their letterhead for Congressional responses when correspondence is a direct reply. Delegated responses on the behalf of The Secretary or Under Secretary of the Navy should go on The Office of the Secretary of the Navy letterhead when directed.

Dear Mr. (or) Madam Chairman:

[Date example]

Thank you for your letter of (November 5, 2005), concerning (Subject), I am responding on behalf of the Secretary of the Navy.

(Response).

Again, I appreciate your taking the time to share your thoughts on this issue. If I can be of further assistance, please let me know.

Sincerely,

[Indent to 3.2]

Richard Greco, Jr.

[Title/Position] (Not required if replicated on letterhead)

Enclosure (if applicable)

Note: If a Senator or Representative uses letterhead paper that lists him/her as Chairperson, the response should be in the above format. Otherwise, address should be:

The Honorable (Full Name)
United States Senate
Washington, DC (zip) + (4 digit code)

The Honorable ()
House of Representatives
Washington, DC (zip) + (4 digit code)

Dear Senator (Last Name):

Dear Representative (Last Name):

A similar letter has been sent to Chairman (). As always, if I can be of further assistance, please let me know.

Copy to:

The Honorable ()
Ranking Minority Member

Figure 5-6. Sample of Congressional Response, Two Chairpersons



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

[Right justified] → November 6, 2005

The Honorable ()
Chairman, Committee on Governmental Affairs
United States Senate
Washington, DC (zip) + (4 digit code)

[Date example]

Dear Mr. (or) Madam Chairman:

Thank you for your letter of (November 6, 2005), concerning (Subject), I am responding on behalf of the Secretary of the Navy.

(Response).

Again, I appreciate your taking the time to share your thoughts on this issue. If I can be of further assistance, please let me know.

Sincerely,

[Indent to 3.2]

Dionel M. Aviles
Under Secretary of the Navy
[Title/Position] (Not required if replicated
on letterhead)

Enclosure (if applicable)

Note: If a Senator or Representative uses letterhead paper that lists him/her as Chairperson, the response should be in the above format. Otherwise, address should be:

The Honorable (Full Name)
United States Senate
Washington, DC (zip) + (4 digit code)

The Honorable ()
House of Representatives
Washington, DC (zip) + (4 digit code)

Dear Senator (Last Name):

Dear Representative (Last Name):

A similar letter has been sent to Chairman (). As always, if I can be of further assistance, please let me know.

Figure 5-7. Sample of Congressional Response, To Chairman of a Select Committee



THE SECRETARY OF THE NAVY
WASHINGTON, D.C. 20350-1000

November 6, 2005



[Center Date]

Ms. Maryann B. Nelson
Office of the Chief of Naval Operations
2000 Navy Pentagon
Washington, DC 20350-2000

Dear Ms. Nelson,

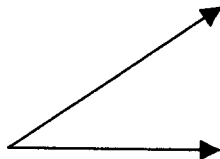
Please accept my sincere appreciation for your 35-year career of dedicated civilian service to the Federal Government.

Your achievements and impressive record of performance with the Department of the Navy represent the spirit and high standards of professional performance that makes our Navy and our Nation the finest in the world. You can take pride in the knowledge that your contributions set a standard for others to emulate.

Congratulations on a job well done and may you find continuing success in all of your future endeavors.

Sincerely,

[Indent to 3.2]



Donald C. Winter

Note: Use Courier New 12 pitch

Figure 5-8. Flag Stationary – Secretary of the Navy

[USE APPROPRIATE LETTERHEAD]

CLASSIFICATION (if required)

[Use Two Spaces] **ACTION MEMO** *[Right justified]*
December 6, 2005
FOR: SECRETARY OF THE NAVY *[All Caps]*
FROM: B.J. Penn, Assistant Secretary of the Navy (I & E)
SUBJECT: Action Memo Format *[Use Title Case]*

- What the Secretary should do? This bullet explains what action is required. This is different from the entry for recommendation (TAB A).
- Due date for action. This bullet is used for incoming correspondence at TAB B. Do not enter "I would like to have this done by" due date.
- Why it is necessary and/or acceptable for the Secretary to approve or sign the recommended action? This bullet identifies additional key points/contentious issues and any problem areas (TAB C).

RECOMMENDATION: SECNAV approve or sign (TAB A).

[NOTE: The recommendation supports the first bullet of the Action Memo. Use this example if there is a document for signature. If no document for approval/signature at TAB A use below recommendation:]

RECOMMENDATION: That SECNAV release funds by initialing as appropriate:
Approve _____ Disapprove _____

COORDINATION: [TAB D] (or as applicable – last tab) or [None]

ATTACHMENTS:

As stated

Classification/Declassification Authority and Instructions (if required)

Prepared By: Name, Organization, and Phone

CLASSIFICATION (if required)

Figure 5-9. Action Memorandum - Secretary of the Navy/Under Secretary

[USE APPROPRIATE LETTERHEAD]

CLASSIFICATION (if required)

[Bold] → **INFO MEMO**

[Use Two Spaces]

FOR: SECRETARY OF THE NAVY *[All Caps]*

FROM: B.J. Penn, Assistant Secretary of the Navy (I & E)

SUBJECT: Info Memo Format *[Use Title Case]*

[Right justified]
December 6, 2005

- The first bullet will identify what information is being forwarded and why. If forwarding a document, identify as TAB A.
- The second and subsequent bullets will provide additional key points, as required: background at TAB A.
- Attached background or supplemental information at TABs as needed. If material is lengthy, include and executive summary.

COORDINATION: [TAB D] (or as applicable – last tab) or [None]

ATTACHMENTS:

As stated

Prepared By: Name, Organization, and Phone

CLASSIFICATION (if required)

Figure 5-10. Information Memorandum - Secretary of the Navy/Under Secretary

[USE PLAIN BOND PAPER]

SECNAV COORDINATION PAGE

<u>Office/Dept</u>	<u>Point of Contact/Title</u>	<u>Phone</u>	<u>Date</u>
OPNAV (N44)	RDML David Jones Director	(703) 555-1212	10 Sep 05
OPNAV (N4B)	Mrs. Ariane Whittemore ADCNO	(703) 556-1111	19 Sep 05
DMCS	Col Welsh Director	(703) 697-1668	19 Sep 05
DNS	VADM Rondeau Director	(703) 555-1213	19 Sep 05
ASN I&E	Mr. B.J. Penn ASN	DSN 225-2222	22 Sep 05
DASN (I&E)	Mr. Wayne Army DASN	(703) 555-1215	22 Sep 05
SECNAV	CDR Jim Protin SAL	(703) 555-1214	23 Sep 05

NON CONCUR COMMENTS:

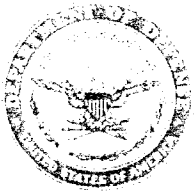
Note: Non concur comment shall be entered and separated from concurrence information. See below

EXAMPLE:

<u>Office/Dept</u>	<u>Point of Contact/Title</u>	<u>Phone</u>	<u>Date</u>
VCNO	ADM Willard Director	(703) 544-1213	24 Sep 05

Comments: Per JAG's review, recommend CNO/SECNAV disapprove. See attached

Figure 5-11. SECNAV Coordination Page



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

As of February 10, 2006, 3:00pm ← [Civilian Date & Time]

RESPONSE TO SNOWFLAKE FOR THE SECRETARY OF DEFENSE

From: DIONEL M. AVILES, Under Secretary of the Navy, 703 695-3141
[Principal's Name, Title, Organization, & Telephone Number]

[List bulleted statements below:]

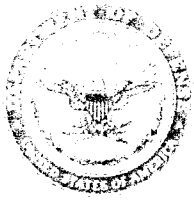
[Initial & Date]

- Limit response to one page, single-sided
- Set left and right margins to 1.25 inches. Set top and bottom margins to 1 inch.
- Use 13 point, Times New Roman font.
- Use 1.5 spacing between bullets.
- Attachments are permitted but must be legible and pertinent for the Secretary to review. If the attachment is no longer than two pages, a single page executive summary must be attached. Type attachment in top right hand corner of attachment.
- Refer to DoD 5200.1 –PH, the DoD Guide to marking Classified Documents, when classifying read aheads.

Attachments:

[List here]

At bottom of page, type: [Prepared by: Name/Organization/Telephone Number].



THE SECRETARY OF THE NAVY
WASHINGTON, D.C. 20350-1000

November 6, 2005

MEMORANDUM FOR SECRETARY OF DEFENSE
DEPUTY SECRETARY OF DEFENSE

SUBJECT: Preparing a Memorandum [Use Title Case]

[Spell out]

Use memoranda for correspondence within the Department of Defense, to the President and White House staff, and to send routine correspondence to other Federal Agencies. Memos may be sent to multiple addresses, but do not address them to someone through another office or person.

Prepare memos on letterhead appropriate to the signing official. Set a two-inch top margin and one-inch side and bottom margin on first pages. Use plain paper for succeeding pages with one-inch margins on all sides.

Single-space paragraphs and double-space paragraphs between them. Indent paragraphs a half-inch from the left margin. Indent subparagraphs an additional half-inch and identify them with bullets, numbers, and lower case letters. Double space between subparagraphs

Do not date memos the Secretary or Deputy Secretary of Defense will sign. The date shall be added when signed. Also omit the signature block on memos the Secretary or Deputy Secretary of Defense will sign. For other officials, the signature block may be typed or stamped leaving four blank lines below the text, beginning at the center of the page. Run-over lines should be indented two spaces. The title in the signature block may be omitted if the signer's position is reflected in the letterhead.

Normally attachments shall be identified in the text of the memo. When this is the case the notation "Attachments: As stated" shall be typed at the left margin a double space below the signature block. When attachments are not identified within the text, list them in the order they appear in the text.

[Indent to 3.2 using Title Case format]

Dionel M. Aviles
Acting

Attachments:
As stated

cc:
General Counsel

Figure 5-13. Sample Standard Memo to the Office of the Secretary of the Defense